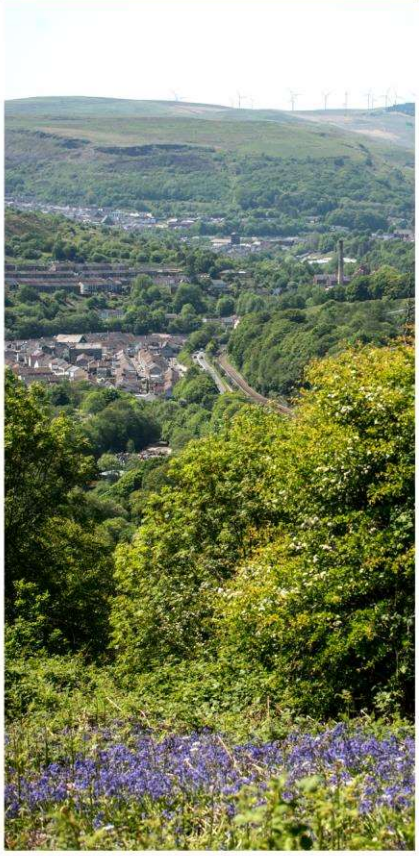
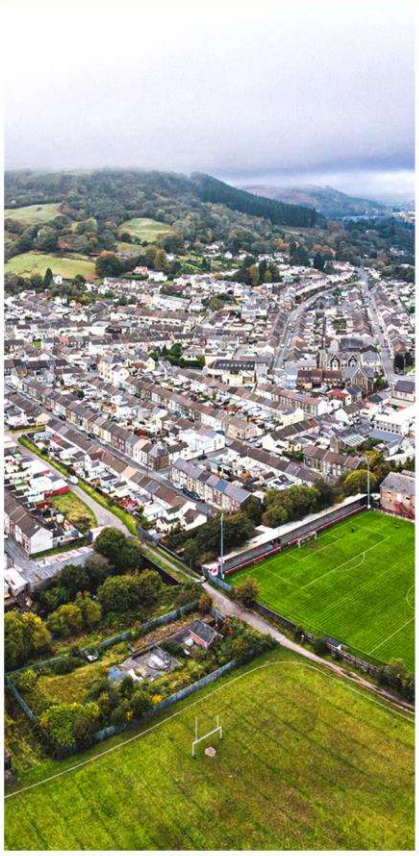
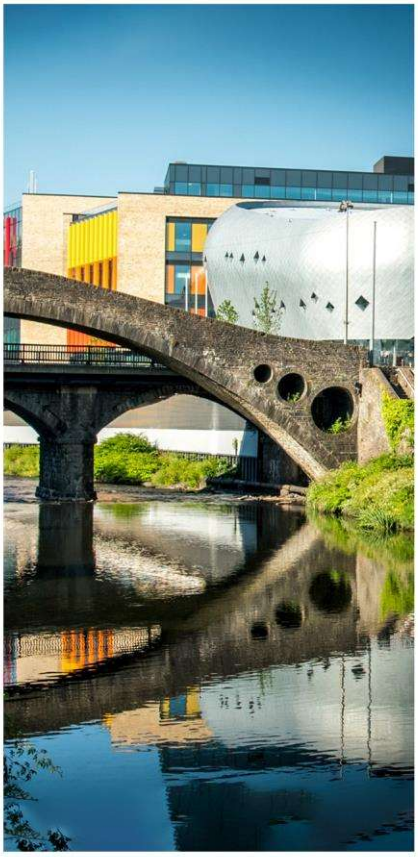
SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS

RHONDDA CYNON TAF







Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh

JOB DESCRIPTION

Social Care Worker

Post Reference Number: Various
Date of Job Description: 01/07/2023
Version:

Grade	5
Location	Beech Cottage, Belle Vue, Clwyd Wen, Ystrad Fechan Bungalow
Group	Community & Children's Services
Division	Accommodation Services
Department/Section	Respite
Team/Sub Section	Beech Cottage, Belle Vue, Clwyd Wen, Ystrad Fechan Bungalow
Responsible to	Registered Manager
Posts reporting to this post	None
DBS Required	Enhanced Adult

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales and our vision is "for Rhondda Cynon Taf to be the best place in Wales to live, work and play, where people and businesses are independent, healthy and prosperous".

If you work for us, everything you do will be about making a positive difference to our community and the public sector.

Our excellent induction, training and development programmes will help you grow in your role. You will be challenged and supported, with the opportunity to learn new and transferable skills whilst playing your part in helping others.

Our generous annual leave allowance will provide you with 26 days holidays (pro rata, increasing to 31 upon 5 years of completed service), in addition to 8 public holidays. We have an excellent pension scheme with employer contributions and our financial support benefits will help to give you a sense of security and wellbeing for the future. We care about the wellbeing of our staff and our family friendly and inclusive policies allow for flexibility when needed. We offer support and advice including counselling, health surveillance, nurse and physiotherapy services. There are also a number of staff networks for employees including the Allies Network, a Disability and Carers Network, Perthyn our LGBTQ+ Network and Spotlight, open to Black, Asian and minority ethnic staff.

In addition, you will have access to a wide range of staff benefits including discounted 'Leisure for Life' membership, 'Vectis Card' for discounts on hundreds of products and services, Cycle to Work scheme and a technology purchase scheme.

Please see our career pages to find out more about working for us.

Purpose of the post:

To provide care and support on a flexible basis to people with a learning difficulty / disability who are staying in a Respite House.

What you will deliver:

1. Encourage and support people to participate in all decisions relating to every aspect of their lives.
2. Focusing on maintaining and increasing people's skills for independence in their daily life skills using agreed formats and plans which would include dynamic risk assessments e.g. when supporting an individual in the community.
3. Provide personal care, where needed, ensuring that the person's dignity and self-esteem are maintained at all times. In respect of PEG feeding this will include the

What you will deliver:

inserting of 'stoppers' when the feeding tube is displaced, and the subsequent reporting to the relevant health practitioner/s.

4. Help people to choose and take care of their clothing, encouraging appropriate dress for all situations and weather conditions.
5. Participate with people in managing their household budget, paying bills, shopping, menu-planning and preparing meals.
6. Support people to become good neighbours by encouraging and supporting friendships with other local people.
7. Help people to plan and arrange their holidays, accompanying them if needed with due regard to staff's personal circumstances.
8. Assist people to maintain a high standard of personal / domestic hygiene and to be aware of and advised on personal health.
9. Assist people to register with a Doctor and Dentist of their choice, supporting them during visits if they need or wish it.
10. Collect prescriptions, if necessary, give people their medication, recording its administration as required and reporting any observed changes in the person's behaviour in line with agreed departmental guidelines and procedures.
11. Attend provider-planning meetings as required.
12. Monitor progress on the implementation of individual plans, recording such monitoring as required.
13. Liaise with other relevant professionals to implement specifics of provider plans.
14. Refer information to the Manager to ensure that repairs are rectified promptly, and the properties are well maintained. Staff are expected to make contingency arrangements in the event of emergencies of urgent repairs.
15. Help people to budget effectively, recording all financial transactions accurately.
16. Record all financial transactions relevant to Petty Cash
17. Transport Service Users in their mobility vehicles or a vehicle owned by the Council.
18. Report and record serious incidents and accidents to the Registered Manager using the agreed format.
19. Be aware of and comply with the Council's Complaints Procedure.
20. Carry out and record any safety tests as specified reporting faults.

What you will deliver:

21. Take any necessary action to maintain adequate cover at all times following the agreed procedure for the replacement or increase of staff.
22. Assist in the provision of respite care by making provisional bookings to be confirmed by the Registered Manager, or emergency bookings in line with the procedural guidelines.
23. Contribute to the development of any training agreed.
24. Contribute to the identification of your own individual training needs.
25. Attend supervision sessions and staff development and training programmes as agreed with your Manager / Supervisor including mandatory training as per Social Care regulations e.g Positive Behaviour Management.
26. Comply and operate procedures and methods developed through participation on training courses.
27. To carry out health and safety responsibilities in accordance with the Division's Health and Safety Responsibilities document.
28. All posts require you to work a range of shifts, including evenings, weekends, bank holidays, and sleep in duties/nights shifts as necessary, for which additional payments are made for working unsocial hours.
29. To work in accordance with the Code of Professional Practice for Social Care.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

What you will deliver:

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
Possess or willing to work towards minimum NVQ Level 2 in care.	Understanding of the needs of people whose behaviour challenges services.
Understanding of the issues facing people with learning difficulties, including equal opportunities, race equality and anti racism.	Understanding of the needs of people who have limited communication.
Understanding of confidentiality and privacy.	Understanding of equal opportunities and anti-discriminatory practice.

Experience:

Essential	Desirable
There are no essential experience requirements, as it is anticipated that candidates will bring to the job variety of employment and life skills and experience that will be of relevance.	Experience of working with people who have learning difficulties.
It is essential that you possess a full driving licence as your role will include transporting service users in their mobility vehicles or a vehicle owned by the Council.	Experience of working in a care / support setting.

Welsh language skills:

Essential		Desirable	
Welsh Language Level 1	☒	Welsh Language Level 2	☒
All employees will be required to undertake a basic Welsh Language induction to reach this level		Welsh Language Level 3	☒
Welsh Language Level 2	☐	Welsh Language Level 3-5	☒
Welsh Language Level 3	☐	Welsh Language Level 4	☒
Welsh Language Level 3-5	☐	Welsh Language Level 5	☒
Welsh Language Level 4	☐		
Welsh Language Level 5	☐		

For details about the levels please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills

What skills you will use in the workplace:

Competency	**Community & Social Care**
Competency Areas	**Competency behaviours and values**
Working with Team Members	Contributes to a strong team spirit of shared responsibility and co-operation. Recognises that all members of the team have different skills and experiences that can be drawn on.
Communicating Effectively	Communicates clearly and concisely.
Looking After the Service Users' Best Interests	Listens to the views of the service user, and includes those involved with the service users, to define the best ways forward. Plans for and resolves difficulties.
Earning Service Users' Trust	Respects Service Users' individuality, feelings and beliefs, their rights to privacy and to make choices. Establishes two way communication and respects the rights and beliefs of the individual e.g. rapport

Working with Change	Is willing to try new ways of working and is flexible to them
Achieving Results	Takes responsibility.
Encouraging Professional Development	Continually actively reviews their own development, identifying opportunities to progress. Recognises that there is always room for self-improvement.
Complying with Health and Safety (H&S)	Always reports any risks or incidents to the correct people.

Special Conditions and Professional Requirements

Ability to work shifts (including mornings, evenings, nights, sleep-ins, weekends and public holidays)

Ability to travel to workplace settings around the Rhondda Cynon Taf area in line with service requirements.

Ability to drive and hold a current valid driving licence.

Maintain continuous Registration with Social Care Wales